 <b>Independent Verification &amp; Validation Facility</b>	<b>Document Control Custodian Work Instruction</b>	<b>IVV 05-1 Revision: E Effective Date: October 2002</b>
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APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	QMS Management Representative	10/18/02

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Basic	Initial Release	John Griggs IT/204	04/10/98
A	Format change	John Griggs IT/204	05/26/98
B	Quality Records - format changes	John Griggs IT/204	08/26/98
C	References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual	John Griggs IT/204	09/10/99
D	Format and Number changes; Delete Reference to Ames Research Center	Griggs	11/17/00
E	Change reference to Ames to GSFC	Griggs	10/21/02

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV 05	Document and Data Control
IVV 16	Control of Quality Records

CHECK THE MASTER LIST at <http://www.ivv.nasa.gov/iso9000>  
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## 1.0 Purpose

The purpose of this procedure is to establish a consistent method for processing Document Change Requests (DCR) used to issue, revise, or delete Facility controlled documentation.

## 2.0 Scope

This procedure is applicable to all documents and forms which pertain to the Facility's Quality Management System (QMS).

## 3.0 Definitions and Acronyms

N/A

## 4.0 Flow Chart

N/A

## 5.0 Responsibilities


The IV&V Document Control Custodian will be responsible for implementation of this Work Instruction.

## 6.0 Procedure

**6.1** Document Change Requests will be numbered sequentially.

**6.2** A DCR is required for all procedures and forms in the QMS.

**6.3** Only one version of a specific procedure should be in the approval process at a given time. This is to prevent "changes to the changes".

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- 6.4** If a change to a document is out for review, and needs to be modified, the change should be “withdrawn” and a Rev “A” to the DCR issued to the review team.
- 6.5** In cases where a change is withdrawn in favor of a totally new submission (such as withdrawing a IVV document in favor of adopting a GSFC version of the same procedure), the original DCR will be cancelled, and the new document issued on a new DCR number and Form 1000.
- 6.6** The signed DCR, procedure/form and all comments will be maintained in the master file for a minimum of 1 year, or until the change is superseded by at least 4 changes.

## 7.0 Metrics

N/A

## 8.0 Records

The following records will be generated by the internal audit process:

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
DCR and original procedure document	Document Control Custodian	1 year, after superceded, or 4 changes	DCR folders in DCC location
DCR Log	Document Control Custodian	Permanent	DCC location